

## CORPORATE POLICY

**POLICY TITLE:** FLAG PROTOCOL

**POLICY NO.:** 03.C.11

<b>Section:</b>	Administration & Legal		
<b>Effective Date:</b>	March 1, 2020	<b>Date of Last Review:</b>	Click or tap to enter a date.
<b>Approval Authority:</b>	<b>Policy Owner:</b>		
Council	DCM, Administrative Services & City Solicitor		

### POLICY STATEMENT

Flag raisings enhance public awareness of activities occurring in the community, including fundraising drives, multicultural events and days of national importance. These flag raisings support and promote the diversity and cultural heritage of the City’s residents and acknowledge and recognize important community organizations and groups that serve the City and its people. Flag raisings do not serve as endorsements for the politics or governments of the nations whose flags may be flown by the City as permitted in this policy.

Half-masting flags is a long-established form of recognition which honours a recently deceased prominent public figure and visually expresses the community’s sense of sorrow and mourning at their passing.

### PURPOSE

To provide consistent direction for the flying of flags at City Facilities and on City owned or operated properties, and to provide direction on the appropriate manner and occasion for half-masting such flags.

### SCOPE

This policy applies to all City owned or operated facilities and properties and shall also apply to the use or display of flags inside such facilities.

### LEGISLATIVE REQUIREMENTS

None.

**POLICY TITLE: FLAG PROTOCOL**

**POLICY NO.: 03.C.11**

## **DEFINITIONS**

- 1. City Clerk:** The City Clerk appointed by Council in accordance with Section 228 of the *Municipal Act, 2001*, S.O. 2001, c.25 or their designate.
- 2. City Facility:** A City-owned building or property including Vaughan City Hall, community centres, libraries and parks which are owned or operated by the Corporation of the City of Vaughan.
- 3. City of Vaughan Flag:** The flag of the City of Vaughan, consisting of a white field with four blue columns emanating from a red maple leaf at their base as first raised by Vaughan Council on May 2, 1988.
- 4. National Flag:** The national flag of Canada, consisting of a vertical triband of red and white with the red maple leaf centered on the white band as approved by the Parliament of Canada and proclaimed on February 15, 1965.
- 5. Provincial Flag:** The flag of the province of Ontario, consisting of a red field with the flag of the United Kingdom defaced with the shield of the Ontario coat of arms as approved by the Legislative Assembly of Ontario and proclaimed on May 21, 1965.
- 6. Requestor:** An organization and its official representative who submits a request for a flag raising ceremony.
  - 6.1. For the purposes of section 6 an organization shall be either:
    - 6.1.1. Not-for-profit;
    - 6.1.2. Charitable;
    - 6.1.3. For-profit corporation, when requesting to fly a flag for non-profit or awareness purposes only;
    - 6.1.4. Cultural;
    - 6.1.5. Ethnic; or,
    - 6.1.6. Public institution, including the Government of Canada, Government of Ontario, Corporation of the City of Vaughan or a department or agency of the same.
  - 6.2. For the purposes of section 6 an organization shall not be:
    - 6.2.1. For-profit corporation, except as noted at 6.1.3;
    - 6.2.2. Political party or association;
    - 6.2.3. Religious organization or institution;
    - 6.2.4. Organizations which espouse racist, hateful or offensive messages and values; or,
    - 6.2.5. Foreign government or its official representatives, including embassies and consulates.

**POLICY TITLE: FLAG PROTOCOL**

**POLICY NO.: 03.C.11**

## **POLICY**

### **1. General**

1.1. Responsibility for administering this policy shall be delegated to the City Clerk.

1.1.1. Except where otherwise noted in this policy, flags shall be flown in accordance with the standards and practices established by the Department of Canadian Heritage and administered by the City Clerk.

1.2. The City of Vaughan Flag is the property of the Corporation, and the City reserves the right to direct the appropriate use and display of the Flag.

1.3. The City of Vaughan reserves the right to determine whether or not to fly any flag at a City Facility.

### **2. Procedure for Flying Flags**

2.1. Where provision is made for the flying of flags at a City Facility, the National Flag, the Provincial Flag and the City of Vaughan Flag shall be flown.

2.2. Where fewer than three flagpoles are available at a City Facility, the National Flag shall be flown and if possible, the City of Vaughan Flag.

2.3. Flags flown at City Facilities shall be flown at full-mast unless otherwise directed in accordance with this policy.

2.4. The order of precedence for the flying of flags at City Facilities shall be as follows:

- 2.4.1. The Sovereign's Personal Canadian Flag;
- 2.4.2. Standard of a Member of the Royal Family;
- 2.4.3. Standard of the Governor General of Canada;
- 2.4.4. Standard of the Lieutenant Governor of Ontario;
- 2.4.5. The National Flag of Canada;
- 2.4.6. The flags of other sovereign nations in alphabetical order;
- 2.4.7. The flags of the provinces of Canada, in the order in which they joined Confederation;
- 2.4.8. The flags of the territories of Canada, in the order in which they joined Confederation;
- 2.4.9. The Royal Union Flag;
- 2.4.10. The City of Vaughan Flag;
- 2.4.11. The flags of other municipalities in alphabetical order;
- 2.4.12. Flags or banners of organizations; and
- 2.4.13. Historical flags.

**POLICY TITLE: FLAG PROTOCOL**

**POLICY NO.: 03.C.11**

2.5. The flags identified in s.2.4 shall be flown on their own flagpole, with the exception of those listed at 2.4.11 and 2.4.12.

2.6. On the occasion of a visit from an official delegation representing a foreign nation or municipality of a foreign nation, the flag of that nation may be flown at City Hall as a sign of respect during the period of their visit.

### **3. Procedure for Half-Masting Flags**

3.1. Flags at City Facilities shall be half-masted to commemorate special days in accordance with protocol established by the Government of Canada, including:

- 3.1.1. April 28, National Day of Mourning for Workers Killed or Injured on the Job;
- 3.1.2. June 23, National Day of Remembrance for Victims of Terrorism;
- 3.1.3. Last Sunday in September, Police and Peace Officers' National Memorial Day;
- 3.1.4. November 11, Remembrance Day; and,
- 3.1.5. December 6, National Day of Remembrance and Action on Violence Against Women.

3.2. Flags at City Facilities shall be half-masted in recognition of the death of prominent public figures, including:

- 3.2.1. The Sovereign;
- 3.2.2. An immediate member of the Sovereign's Family;
- 3.2.3. The current or former Governor General of Canada;
- 3.2.4. The current or former Prime Minister of Canada;
- 3.2.5. The current Chief Justice of Canada;
- 3.2.6. The current or former Lieutenant Governor of Ontario;
- 3.2.7. The current or former Premier of Ontario;
- 3.2.8. A local member of the Privy Council or Senate of Canada;
- 3.2.9. A local Member of Parliament or Member of Provincial Parliament;
- 3.2.10. The current or former Mayor of the City of Vaughan;
- 3.2.11. A current or former member of Vaughan Council; and
- 3.2.12. An employee of the City of Vaughan, including employees of Vaughan Public Libraries.

3.3. When flags are half-masted to commemorate the death of an individual, the flags shall be lowered to half-mast from the time of notification of death until sunset on the day of the funeral or the memorial service.

3.4. The City Clerk may direct that flags at City Facilities be half-masted when deemed appropriate to do so.

**POLICY TITLE: FLAG PROTOCOL**

**POLICY NO.: 03.C.11**

3.5. The Mayor may, on the advice and recommendation of the City Clerk, direct that flags at City Facilities be half-masted.

3.6. Flags at Vaughan City Hall shall be flown at full-mast for the duration of a flag-raising ceremony and subsequently lowered at the conclusion of the ceremony.

3.7. Flags that have been half-masted in recognition of the death of the Sovereign shall not be raised for any reason until the date on which the accession of the new Sovereign has been proclaimed.

3.8. Notice of a half-masting shall be provided internally to Council and staff and posted on the City's website for the public in a timely manner.

#### **4. Flag Raising Requests**

4.1. Flag raising requests shall be received by the Office of the City Clerk and shall be reviewed and considered on a first-come first-serve basis.

4.1.1. A new request must be initiated by the Requestor each year and shall not automatically be held or reserved for the same date in a subsequent year.

4.1.2. A flag flown in accordance with a request made under Section 4.1 may only be flown once a year. Where additional requests to fly the same flag are made, the request submitted first shall take precedence.

4.2. Flag raising requests shall be made in the form and manner established by the City Clerk for that purpose and shall be submitted no less than one month prior to the date requested for the flag raising.

4.3. Requestors may request a flag raising for the following flags:

4.3.1. Flags of nations officially recognized by the Government of Canada;

4.3.2. Flags of community service, charitable or not-for-profit organizations or corporations;

4.3.3. Flags of cultural or ethnic organizations or associations;

4.3.4. Flags representing causes or campaigns;

4.3.5. Flags of an athletic organization or associations, professional sports teams and sports organizations.

4.4. Flag raising requests will not be approved for the following:

4.4.1. Religious organizations or religious festivals or events;

4.4.2. Political parties, political organizations, or candidates for election;

**POLICY TITLE: FLAG PROTOCOL**

**POLICY NO.: 03.C.11**

- 4.4.3. Organizations which espouse racist, hateful or offensive messages and values; and,
- 4.4.4. Any organization or group whose intent is contrary to the by-laws and policies of the City of Vaughan.
- 4.5. All flag raisings will be conducted using the courtesy flagpole provided at Vaughan City Hall.
  - 4.5.1. Flag raising ceremonies shall not be conducted at any other City Facility.
  - 4.5.2. Notwithstanding section 4.5.1, flag raisings may be permitted at the Joint Operations Centre for flag raisings requested by departments of the City of Vaughan.
- 4.6. The City of Vaughan does not imply or express support for, or approval of, the politics, opinions or government of any nation or ethnic group whose flag is flown in accordance with this policy.
- 4.7. Approved flag raising ceremonies shall be provided support, as set out in section 4.8, for a maximum of sixty minutes, at no charge to the Requestor.
- 4.8. Flag raising ceremonies shall be provided with the following support at no charge from the City of Vaughan for the duration of the ceremony:
  - 4.8.1. Seating for VIPs and attendees (quantity subject to availability);
  - 4.8.2. A podium;
  - 4.8.3. Audio-visual support including one microphone and speakers;
  - 4.8.4. Courtyard space adjacent to the courtesy flagpole; and,
  - 4.8.5. Indoor space (subject to availability) for inclement weather and/or receptions.
- 4.9. Requestors who require support (including stages and/or additional city staff) that exceeds those set out in section 4.8 or who wish to make arrangements for an event at City Hall to follow the flag raising ceremony, will be required to contact Recreation Services to make additional arrangements-normal fees and charges may apply for facility bookings and permits.

**ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	5 Years If other, specify here	<b>Next Review Date:</b>	Click or tap to enter a date.
<b>Related Policy(ies):</b>			

**POLICY TITLE: FLAG PROTOCOL**

**POLICY NO.: 03.C.11**

<b>Related By-Law(s):</b>	
<b>Procedural Document:</b>	
<b>Revision History</b>	
<b>Date:</b>	<b>Description:</b>
Click or tap to enter a date.	
Click or tap to enter a date.	
Click or tap to enter a date.	